



# **USDA Specialty Crop Competitive Grant**

*Enhancing the Competitiveness of Specialty Crops*

Request For Application: Guidelines, Instructions and Application

Federal Fiscal Year 2017  
Plant Industry Division

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## THE USDA SPECIALTY CROP COMPETITIVE GRANT PROGRAM (SCBGP)

### BACKGROUND/OVERVIEW

The Agriculture Act of 2014 (Farm Bill) authorized the U.S. Department of Agriculture (USDA) to partner with state departments of agriculture to enhance the competitiveness of growers of fruits, vegetables, and other horticultural crops, in areas such as marketing, promotion, education, research, trade and nutrition.

Specialty crops are defined as:

- Fruits and vegetables,
- Tree nuts,
- Dried fruits, and
- Nursery crops (including floriculture).

A full list of eligible crops can be found at:

<http://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

Crops excluded from the program, as defined by USDA's Agriculture Marketing Service, include: cotton, cottonseed, feed crops (such as barley, corn, hay, oats, sorghum grain, and millet), flaxseed, food grains (such as quinoa, rice, rye, and wheat), livestock and dairy products (including eggs), marine aquaculture, oil crops (such as peanut, soybean, sunflower, safflower, rapeseed, canola, and mustard seed), peanuts, range grasses, sugar beets, sugarcane, and tobacco.

## PART I- QUALIFICATIONS AND REQUIREMENTS

### SCOPE OF WORK AND PROGRAM PRIORITIES

The Nevada Department of Agriculture (NDA) is pleased to announce a competitive solicitation process to award funds for specialty crop projects in Nevada. The sole purpose of this program is to enhance the competitiveness of specialty crops. Priorities for use of USDA Specialty Crop Competitive Grant Program funds will include, but are not limited to the activities listed below:

- Increase nutritional knowledge and specialty crop consumption
- Improve efficiency within the distribution system and reduce costs
- Promote the development of good agricultural, handling and manufacturing practices while encouraging audit fund cost-sharing for small farmers, packers and processors
- Support research through standard and green initiatives
- Enhance food safety
- Develop new/improved seed varieties and specialty crops
- Control pests and diseases
- Create organic and sustainable production practices
- Establish local and regional fresh food systems
- Expand food access in underserved/food desert communities

**Projects must have multiple beneficiaries and funds cannot be used to solely benefit one individual or organization.**

#### EXAMPLES OF ACCEPTABLE PROJECTS

- A state requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts field days and farm tours to encourage other small family farmers to adopt the production methods.

#### EXAMPLES OF UNACCEPTABLE PROJECTS

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A state requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

#### ELIGIBLE RECIPIENTS

All entities, organizations, or individuals are eligible and must be in good standing with any state or federal agency. Debarred or suspended organizations are not eligible. Poor performance from previous SCBGPs awards may also impact eligibility. Additional eligibility information includes the following:

- Applications will be accepted from non-profits, tribal organizations, minority groups, disadvantaged farmers, agricultural associations, industry groups, community based organizations, individual producers and academic institutions that seek to improve the competitiveness of specialty crops in Nevada.
- Applicants must be in good standing with all grant funds including state, federal, and private organization. Further required reports associated with the grantors must be current in order to be eligible to apply.
- Any individual/organization that has been disbarred or had funding revoked with any state/federal entity will not be considered.
- Applicant projects **must** benefit more than one individual or organization.

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada Business License. Organizations or individuals that have been exempted from having a business license must provide proof of exemption. Non-profit corporation must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- A copy of the certificate of good standing or,
- A copy of an unexpired business license or,
- A print-out from the Nevada's Secretary of State's free Business Entity Search showing active status.

**Note:** Previous sub-grantees with poor performance may not be considered for funding. The review committee is provided background sheets on previously funded projects from program management, which will help them collectively determine whether the project should be considered for funding. Poor performance may include late/incomplete reports, failure to respond to correspondence from SCBG Program Management staff in a timely manner, inappropriate use of SCBGP funds, among other activities.

#### FEDERAL SUSPENSION AND DEBARMENT

Organizations or individuals that are suspended or debarred from any state or federal agency cannot apply for or be paid from NDA grants during the period of the suspension or debarment. In the event that an organization or individual is debarred, another entity from within the county, an adjoining county, or regional provider can compete for the program dollars. As a result, the entity awarded the grant, cannot contract and/or hire the debarred agency in any capacity. Any expenditure charged to this grant for such individuals or agencies will be disallowed.

Applicants are required to disclose to the NDA if any of the following conditions apply to the agency or agency personnel:

1. Applicant has been convicted of or had a civil judgment rendered against them within the three year period preceding the application for NDA funding for any of the following:
  - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction;
  - b. Violation of a federal or state antitrust statute;
  - c. Embezzlement, theft, forgery, bribery, falsification or destruction of records, or
  - d. False statements or receipt of stolen property.
2. Applicant is presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses enumerated above.
3. Applicant has had any public transaction (federal, state or local) terminated for cause or default within the three-year period preceding the application for NDA funding.

#### TERM OF GRANT

All projects must be completed within three years. All project leaders will be required to submit annual progress reports and a final report. The final report is to be submitted no more than thirty days after the completion of the project. The expenditure of grant funds must occur within the authorized sub-grant period. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding, or possible rejection of future proposals.

Projects can be up to three years and the anticipated award period would be September 2017 to September 2020.

#### **FUNDING AVIALABLITY**

Approximately \$250,000 is available for funding Nevada SCBGP projects. Projects ranging from \$5,000-\$25,000 will be accepted and reviewed for selection. Funding availability for projects may increase or decrease depending on the number of applicants.

### **PART II- FISCAL REQUIREMENTS/RESTRICTIONS**

#### **COST PRINCIPLE AND ALLOWABLE/UNALLOWABLE COSTS**

The costs included in proposed budgets must conform to Office of Management and Budget Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards, and all applicable state laws and regulations. All costs must meet the following general criteria:

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the sub-grant. Cost should not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. When determining reasonableness of a given cost, the following should be considered:
  - The cost must be a type generally necessary for the organization's operations or the grants performance.
  - The cost must be in compliance with federal, state and your organization's own established policies for incurring a cost or charge.
  - Consideration must be given for market prices for comparable goods or services in the geographic area.
  - Individual responsible for the expenditure must act with due prudence in carrying out their responsibilities to the federal and State government and the public at large as well as to the organization.
- Be allocable to the USDA specialty crop grant purposes, project goals and objective. If costs are shared for a good or service, that portion of the costs allocable to the grant must be in accordance to the relative benefits received. A cost is allocable to a grant if it:
  - is incurred solely to advance work under the grant;
  - benefits both the grant and other work of the organization, including other grant-supported projects and programs and can be distributed in proportions that may be approximated using reasonable methods;

- is necessary to the overall operation of the organization under similar circumstances and is deemed to be assignable, at least in part, to the grant.
- Be authorized or not prohibited under state or local laws and regulations;
- Be consistent in assigning costs to cost objectives and must treat costs, consistently for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

### **Allowable Costs**

Examples of allowable cost may include, but are not limited to the following:

• Advertising/public relations-selling and marketing cost of an eligible specialty crop	• Participant support costs-stipends or subsistence allowances, etc.in connection with approved conferences, training projects, and focus groups.
• Advertising/public relations- promotion of specialty crop activities	• Publication and printing costs
• Audiovisual activities	• Registration fees
• Audit costs	• Rental or lease costs of buildings, Vehicles, land, and equipment
• Communication costs	• Salaries, wages, fringes
• Conferences	• Scholarships and student aid costs
• Contractual and consultant costs (professional services)	• Supplies and materials
• Equipment-special purpose	• Training and education
• Insurance and indemnification	• Travel
• Invention, patent, and licensing costs	

### **Unallowable Costs**

Examples of unallowable cost may include, but are not limited to the following:

• Advertising/public relations- promotion of an organization's image, logo, or brand name.	• Depreciation or use allowances
• Advertising/public relations- promotion of non-specialty crop activities	• Entertainment
• Advertising/public relations-gifts, prizes, memorabilia and souvenirs	• Equipment-general purpose
• Advertising-sponsorships	• Fines, penalties, damages and other settlements

## FINANCIAL MANAGEMENT

### **Accounting System Requirements**

Financial records, statistical records, supporting documents, and other records pertinent to this award shall be retained for a period of three years from submission of the Final Project Report. Records that relate to audits, appeals, litigation, or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation, or claims have been disposed of, but not earlier than three years from submission of the Final Project Report. The Program Manager, Plant Industry staff of NDA, or any of their duly authorized representatives, shall have access to any pertinent documents, books, papers, and records of the recipient organization to make audits, examinations, excerpts, and transcripts.

### **Co-mingling of Funds**

In no case will USDA Specialty Crop Competitive Grant funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee, or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check.

### **Supplanting**

Requests that seek to replace operational funding for ongoing projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding, will be denied.

### **Fraud, Waste, and Abuse**

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste, or abuse related to the AMS SCBGP grants or use of grant funds should immediately report this information to the NDA and to USDA.

Fraud, waste, and abuse include, but are not limited to, embezzlement, misuse, or misappropriation of grant funds or property, and false statements, whether by organizations or individuals.

Examples are:

- theft of grant funds for personal use
- using funds for non-grant related purposes
- theft of federally owned property or property acquired or leased under a grant
- charging inflated building rental fees for a building owned by the recipient
- submitting false financial reports
- submitting false financial data in bids submitted to the NDA

## FISCAL REQUIREMENTS/RESTRICTIONS

### **Advances and Cash Reimbursement**

As of FY 2016 cash advances will not be permitted, only reimbursements will be issued.

### **Cost Sharing/Matching and Program Income**

Cost sharing or matching refers to the portion of project costs not paid by USDA Specialty Crop Block grant funds. Non-federal funds received from the NDA for other purposes are also ineligible as



match. Matching funds are no longer required; however, it is encouraged to demonstrate project commitment. If including match, be aware of the different types of match and record-keeping requirements as listed below.

- **Cash Match**

Cash match must be non-federal income received by the applicant agency that will be used for project-related costs at the time the costs are incurred. Cash match may include appropriations, fees, or third-party cash donations by the applicant agency.

- **In-Kind Match**

In-kind (non-cash) contributions are donated goods or services provided by a third-party or volunteers. Donated goods and services must be necessary to the organization; that is, they are goods or services with cash value which the organization would have to purchase if not donated.

- **Program Income**

Program income is gross income directly generated by USDA Specialty Crop Block grant activity, or earned only because of the grant agreement during the grant period of performance.

Program income includes, but is not limited to:

- income from fees for services performed
- the sale of commodities or items fabricated under this award (this includes items sold at cost if the cost of producing the item was funded in whole or partially by USDA Specialty Crop Block grant funds)
- registration fees for conferences, workshops, etc.

If program income will be earned, indicate the nature of the source of the income, the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops in Nevada. (For example if registration fees are being collected at a conference or workshop, indicate the estimated amount, and how that amount will be used once collected.) Note: program income must be reinvested into the Specialty Crop Block Grant program.

Program income for purposes of this grant can be used to satisfy all or part of the non-federal share of a proposed project.

- **Timing of Matching Contribution/Program Income**

Matching contributions must be applied at the time of reimbursement and in proportion to the obligation of federal funds. The full matching share must be obligated by the end of the project period for which the federal funds have been made available for obligation under an approved grant program.

- **Records of Match/Program**

Sub-grantees must maintain records, which clearly show the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included, within

its approved budget contributions that exceed the required matching portion, the sub-grantees must maintain records of them in the same manner as it does for the awarding agency funds and required matching.

## OTHER REQUIREMENTS

### FFTA

Under the most recent Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB) grant agreement, state departments of agriculture are required to report sub-awards over \$25,000 and executive compensation. This is in accordance with Award Term and Condition 17.

### DUNS

All recipients of SCBGP funds must have a DUNS number. Dun & Bradstreet (D&B) Provides a DUNS number, a unique nine-digit identification number, for each physical location of your business. DUNS number assignment is FREE for all businesses required to register with the US federal government for contracts or grants. DUNS numbers may be obtained by visiting: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or calling 1-866-705-5711

### Conflict of Interest

Sub-recipients grantee agencies shall avoid any action that might result in or create the appearance of:

- Giving preferential treatment to any person,
- Losing complete independence or impartiality,
- Adversely affecting the public confidence in the integrity of the program.

No sub-recipient employees may participate in the process of contracting or sub-granting out federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors, or parties to sub-agreement.

## PART III- APPLICATION PROCESS

### LETTER OF INTENT

**Prior to submitting applications, all potential applicants must submit a Letter of Intent by April 14, 2017 by 5:00 p.m. PST.**

Submit Letters of Intent (LOI) via mail, hand delivery or email to the address listed below. LOI are designed to identify eligible projects before allowing a full application. The LOI step is to determine whether the proposed project meets eligibility requirements outlined in this Request for Proposal document. This process allows appropriate use of both the applicant's and the State Program Coordinator's time.

The LOI should not exceed two (2) pages and must be typed. Content must include a brief description of your project, a detailed budget outline and how you reached this estimate (include quotes, invoices, etc.), and a brief discussion on how your project will enhance the competitiveness of Nevada Specialty Crops in domestic or foreign markets in Nevada.

Projects that benefit a particular organization or provide profit to a single organization, institution, or

individual will not be accepted. Projects that involve a single organization but benefit the overall promotion of Specialty Crops in Nevada are appropriate.

Letters of intent that are approved may then submit a complete application. Applications received without having prior approval will **NOT** be considered. Please submit the letter of intent to the address provided below.

Attn: Ashley Jeppson SCBG Program Coordinator  
Nevada Department of Agriculture  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431-5557  
[ajeppson@agri.nv.gov](mailto:ajeppson@agri.nv.gov)  
(775) 353-3675

#### APPLICATION

**Applications not submitted in the manner prescribed in this announcement will be considered non-responsive. Non-responsive applications will not be considered for funding under this announcement.**

Applications will only be accepted from those that received approval from the NDA during the LOI phase. All copies must be signed. There are six sections to be completed (please follow the order of attachments and page requirements listed below to be sure to all information requested is complete).

Application must be a minimum of 5 pages, maximum of 10 pages.

#### Application Formatting

- Must be in a Microsoft Word Document
- Must be typed.
- Font: Times New Roman
- Font Size: 12 point
- Spacing: Single-spaced
- Printing: Single-sided
- Binding: Bind Clips only. Application cannot be stapled, in three ring binders, or otherwise bound.

#### SUBMISSION INSTRUCTIONS

Applications must be addressed to Mark Stone, Fiscal Services, and received by:

**May 5<sup>th</sup>, 2017 5:00pm PST**

**Both an electronic copy (word document) and hard copy of your application must be received.**

Electronic copies can be submitted by email to: [m.stone@agri.nv.gov](mailto:m.stone@agri.nv.gov)

Hard copies must include 3 copies and will be accepted via mail, express delivery or hand delivery to the NDA office:

405 South 21<sup>st</sup> street, Sparks, NV, 89431

Both copies must be received by the deadline.

#### TIMELINE

**February 1<sup>st</sup>, 2017**-Request for Proposal released by NDA

**April 14<sup>th</sup>, 2017**- Letter of Intent due to NDA

**May 5<sup>th</sup>, 2017**- Full Application Due by 5:00pm PST to NDA

**May 6-7, 2017**- Technical and Budget Review by NDA Fiscal Staff

**May 7-12, 2017** – Selection Committee Review Date (subject to change)

**July 2017** – NDA will submit full application to USDA

**September 2017** – USDA Intent to Award

**October 2017** – Announcement of Award funds are made. Notification and sub- award agreements/contracts are sent by NDA

**October 2017** – Anticipated Award Start Date

**November 2017**– Sub-awardees must sign agreements/contracts and submit to NDA

**November 2017 (subject to change)** – Release of Grant funds. Projects may commence once contract is signed by both parties and approval is received from the State Interim Finance Committee

## PART IV- APPLICATION TEMPLATES

### COVER PAGE TEMPLATE

<b>Project Title</b> (No more than 50 words)		
<b>Name of Organization</b>	<b>Address of Organization</b>	
<b>Employer Identification Number</b>		
<b>PROPOSAL INFORMATION</b>		
<b>Requested Start Date:</b>	<b>Anticipated End Date:</b>	
<b>Requested Amount:</b>	<b>Total Project Cost:</b>	
	<b>PROJECT LEADER</b>	<b>CHIEF EXECUTIVE</b>
<b>Full Name</b>		
<b>Title</b>		
<b>Organization</b>		
<b>Telephone Number</b>		
<b>Tax ID#</b>		
<b>Duns#</b>		
<b>E-Mail Address</b>		
<b>Mailing Address</b>		

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# SCBGP PROJECT PROFILE TEMPLATE

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

## **Project Title**

*Provide a descriptive project title in 15 words or less in the space below.*

## **Duration of Project**

**Start Date:**                      Start Date

**End Date:**                      End Date

## **Project Partner and Summary**

*Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:*

- 1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,*
- 2. A concise outline the project's outcome(s), and*
- 3. A description of the general tasks to be completed during the project period to fulfill this goal.*

### **FOR EXAMPLE:**

The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

## **Project Purpose**

***Provide the specific issue, problem or need that the project will address and how it will solely enhance the competitiveness of specialty crops.***

***Provide a listing of the objectives that this project hopes to achieve***

*Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.*

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

**Add other objectives as necessary**

## **Project beneficiaries**

**Estimate the number of project beneficiaries:**.....**Enter the Number of Beneficiaries**

**Describe who the project beneficiaries are and how they will benefit from the project.**

**Describe how the project will impact growers/industry stakeholders and enhance the competitiveness of**

specialty crops.

Describe key project partners.

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes ☐ No ☐

Does this project directly benefit beginning farmers as defined in the RFA? Yes ☐ No ☐

***Statement of solely enhancing specialty crops***

By checking the box to the right, I confirm that this project solely enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621.

Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

☐

***Continuation project information***

*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

Describe how this project will differ from and build on the previous efforts. Provide a summary (3 to 5 sentences) of the outcomes of the previous efforts. Provide lessons learned on potential project improvements

**What was previously learned from implementing this project, including potential improvements?**

**How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?**

Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds

***Other support from federal or state grant programs***

The SCBGP will not fund duplicative projects. Did you submit this project to a federal or state grant program other than the SCBGP for funding and/or is a federal or state grant program other than the SCBGP funding the project currently?

Yes

☐

No

☐

If your project is receiving or will potentially receive Funds from another federal or state grant program

**Identify the federal or state grant program(s).**

- Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

**External Project Support**

*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

**Expected Measurable Outcomes**

***Select the appropriate outcome(s) and indicator(s)/sub-indicator(s)***

*You must choose at least one of the eight outcomes listed in the SCBGP Performance Measures, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.*

Outcome measure(s)

*Select the outcome measure(s) that are applicable for this project from the listing below.*

- ☐ **Outcome 1:** Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- ☐ **Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption

- ☐ **Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- ☐ **Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources
- ☐ **Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- ☐ **Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- ☐ **Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- ☐ **Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

### Outcome indicator(s)

Provide at least one indicator listed in the SCBGP Performance Measures and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

#### FOR EXAMPLE:

##### Outcome 2, Indicator 1.a.

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

### Miscellaneous outcome measure

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s), which will be subject to approval by AMS.

### Data collection to report on outcomes and indicators

Explain how you will collect the required data to report on the outcome and indicator in the space below. Describe how you will monitor performance and on what frequency.

### Work Plan

Provide an outline of activities necessary for accomplishing the project. Include project participants and their responsibilities. Describe who will be responsible for each activity. Describe who the project lead, contractor, and project partners are. Include a timeline for activities.

### Budget Narrative

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and the state department of agriculture requires a description of their use, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.6 Funding Restrictions prior to developing their budget narrative.

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	



Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Subtotal	
Indirect Costs	

Total Budget	
--------------	--

### **Personnel**

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 for further guidance.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			

Personnel Subtotal	
--------------------	--

### **Personnel Justification**

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

**Personnel 1:**

**Personnel 2:**

**Personnel 3:**

**Add other Personnel as necessary**

### **Fringe Benefits**

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			

Fringe Subtotal	
-----------------	--

### **Travel**

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal	
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#### Travel Justification

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

**Trip 1 (Approximate Date of Travel MM/YYYY):**

**Trip 2(Approximate Date of Travel MM/YYYY):**

**Trip 3(Approximate Date of Travel MM/YYYY):**

**Add other Trips as necessary**

#### Conforming with Your Travel Policy

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable.

☐

#### Equipment

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.6.2 Allowable and

*Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.*

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

Equipment Subtotal	
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**Equipment Justification**

*For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.*

**Equipment 1:**

**Equipment 2:**

**Equipment 3:**

**Add other Equipment as necessary**

**Supplies**

*List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.*

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal	
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**Supplies Justification**

*Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).*

**Contractual/Consultant**

*Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)*

**Itemized Contractor(s)/Consultant(s)**

*Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.*

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

Contractual/Consultant Subtotal	
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**Contractual Justification**

*Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.*

**Contractor/Consultant 1:**

**Contractor/Consultant 2:**

**Contractor/Consultant 3:**

**Add other Contractors/Consultants as necessary****Conforming with your Procurement Standards**

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the federal laws and standards identified in 2 CFR Part 200.317 through 326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements. ☐

**Other**

*Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.*

*If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.*

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested


Other Subtotal	
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#### Other Justification

*Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).*

#### Indirect Costs

*The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.6.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.*

Indirect Cost Rate	Funds Requested

Indirect Subtotal	
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#### Program Income

*Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.*

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income
Program Income Total		

### Additional Information

Provide applicable:

- Letters of Support
- Project Commitment Letters
- Quotes for equipment or contractual services
- DUNS Number
- Any other supporting documents that would support project activities

## PART V: APPLICATION REVIEW AND SELECTION PROCESS

LOI are reviewed and processed first. Upon receipt of your LOI approval, the application can then be submitted.

### Technical and Fiscal Review

Applications will be reviewed internally by the NDA's fiscal staff, who will provide a financial and technical review for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant's grant packet is deemed ineligible, fiscal staff will provide information about the components or elements that did not meet state eligibility requirements.

### Evaluation Committee/Criteria

During the application review process, clarification regarding application content may be requested. In addition, budget modification may be requested to align individual project budgets with total funding availability.

Score sheets used by the review committee can be found at [agri.nv.gov/SCBGP](http://agri.nv.gov/SCBGP). Applicants who would like to review their evaluation criteria, can submit a request to the Program Coordinator within 30 days of receiving written notice of application review status.

The evaluation process will include the use of an independent review panel of experts or qualified individuals, overseen by NDA officials, to evaluate and score applications and recommend project proposals for selection. The review panel should also provide a recommended award amount for project proposals.

This includes the factors and reasons for selecting an applicant and any changes in project proposal ranks/scores that may occur during the review process. All documentation affecting the decision to approve, disapprove, defer, or otherwise not fund an application should be maintained in an accessible, centralized program file.

Review panel members must be free from conflicts of interest and conduct fair and impartial reviews. The SCBGP encourages state departments of agriculture to require and keep on file written conflict of interest disclosures from their review panel members. Individuals that have a conflict of interest may have:

- Served as advisors/advisees of the applicant;
- Collaborated with the applicant over a designated amount of time; currently affiliated with, previously employed by, or are being considered for employment at the institution(s) of the applicant(s);
- Hold a personal/familial relationship with the applicant(s); or
- In recent years, participated in a consulting/financial arrangement with the applicant.

Program staff who are directly involved with the management of the grant program or who meet any of the criteria above, should also not participate in the review panel. Conflicts of interest have the potential to diminish the credibility of the selection process and leave the State vulnerable to challenges about the fairness of their competitive review process.

**NDA's project evaluation scoring sheet can be found at [agri.nv.gov/SCBGP](http://agri.nv.gov/SCBGP)**

### **Finalization of NDA Funding Recommendations**

Funding recommendations are sent to the NDA's Fiscal Administrator to be finalized by the Director's Office.

### **Appeal Process**

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following:

- 1) The application was submitted incorrectly;
- 2) Department staff provided misinformation; or
- 3) Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the NDA within seven (7) calendar days of the Intent to Award announcement on the Department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

### **USDA Final Approval**

All NDA-approved projects will be developed into a single grant submission to the USDA. They will review applications according to federal grant requirements and specific parameters of SCBGP and NDA will provide any request for follow-up information. Upon approval from USDA, the Department will notify applicants of their status. Awards will not be made to any sub-grantee until a final grant award is made to NDA by the USDA and approved by the State of Nevada's Interim Finance Committee.

## **PART VI- GRANT AWARD/POST-AWARD PROCESS**

### **Grant Acceptance/Grant Management Process**

Upon final approval, all sub-grant recipients must sign a Notice of Sub-grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understanding of sub-grant requirements.

### **Post-Award Management**

By signing the sub-agreement the grantee agrees to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved proposal, all state and federal laws, approved budget, NDA policy/procedures, and award terms and conditions of parent award.

### **Sub Award Document /Contract**

- Disclose conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the American Disabilities Act.

## **BUDGET OR PROGRAMMATIC CHANGES**

All requests for programmatic and budget changes to grant awards must be submitted in writing. Grantees cannot make changes to the grant award without written prior approval from the NDA.

Proposed programmatic and budget changes can be mailed to:  
Nevada Department of Agriculture Plant Industry Division  
Attn: Ashely Jeppson, Specialty Crop Block Grant Program Coordinator  
405 South 21st Street  
Sparks, NV 89431

Or, proposed programmatic and budget change may be submitted by email to:  
[ajeppson@agri.nv.gov](mailto:ajeppson@agri.nv.gov)

Program staff will review proposed programmatic and budget changes for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision in writing to the grantee.

Written prior approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location, or methodology of the sub-grant award;
- Change in key personnel when as specified in application package and sub-grant award;
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent.

Requests must be in writing prior to the change. They will be accepted via scanned e-mail attachment or hardcopy and should include a description, justification, and the project lead signature (who signed the agreement).



Extensions to the award dates will not be approved.

## REQUEST FOR REIMBURSEMENTS

Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation. Reimbursement requests must be turned in on a quarterly basis. Supporting documentation includes receipts, invoices, and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities you must specify. Itemized expense reports are strongly encouraged. Payments will be made within 30-45 days after receipt of properly completed reimbursement requests. Advances will not be issued.

All funds must be expended by the expiration date listed on the sub-grant agreement. Final reports are due 60 days after project completion.

### Reimbursement Request Quarterly Deadlines

- Quarter 1: July-Sept, Due October 31st
- Quarter 2: Oct-Dec, Due January 31st
- Quarter 3: Jan-March, Due April 30th
- Quarter 4: April-June, Due July 31st

### Withholding Payments

The NDA reserves the right, upon written notice, to withhold future payments if the recipient fails to comply with the conditions of the award, including reporting requirements. In addition, if sub-grantees fail to respond to program staff correspondence in a timely manner, funds will be put on hold and could ultimately be revoked.

### Project Monitoring and Site-Inspections

Program staff or their authorized representatives have the right, at all reasonable times, to make site visits to review project accomplishments and management control systems, and to provide such technical assistance as may be required. Site Inspections may be performed to ensure the following:

- Adequate progress is being made toward achieving the grant project's goals, objectives, and targets. (Reference your work plan)
- Ensure activities are in compliance with your signed contract, all federal and State laws or statutes, AMS regulations and policy, NDA Department policy.
- Refer to the clauses in your sub-award be aware of federal guidelines via websites or ask staff.
- Keep your records for access by staff for three years after the final report deadline.

## REPORTING REQUIREMENTS

### Performance Reports are required

- All projects must complete two annual performance reports and one final report.
- If your project was approved to end early you may submit a final report in lieu of the 2nd annual report.

- If you need your specific dates please contact us. Generally a 1st annual report is due one year into the project and a 2nd annual report at the end of the 2nd year. Final Reports are due 60 days after the expiration of your project.
- You will receive notification from NDA Program staff reminding you a report is due. The notice will be 30 days prior to being due.
- Reports are required to be submitted and timely per your contract. Use the checklist and report examples provided in the reminder. These are also available on-line.
- Reports will be accepted via e-mail or hard copy.
- The reporting function mainly serves as a report of activities during that period.
- Reports that are approved become public record.
- Your audience is the United States Government and officials of it, including Congress.
- Use a concise, business-writing format.

### **Report Checklist and Format**

Examples and checklists are available on the SCBGP sub-recipient web-page:

<http://agri.nv.gov/Resources/Forms/SCBGP/>

### **Acknowledgement of Support**

An acknowledgement of the USDA Specialty Crop Competitive Grant Program **MUST** appear in any publication or at any significant event based on this project. Terms should include “This project was funded (or funded in part) by the Nevada Specialty Crop Grant Program.”

### **Project Close Out**

All funds must be expended by the expiration date listed on the sub-grant agreement. Final reports are due 30 days after project completion. Report notifications will be sent by program staff along with reporting requirements.